**Shutdown Checklist**

**Place this completed checklist in the PINK FOLDER before you leave for the break! Drawings for prizes will take place after the break.**

**Campus\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Room #\_\_\_\_\_Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TURN OFF AND UNPLUG ALL ELECTRONICS/EQUIPMENT**

* Office Machines (computers, monitors, speakers, peripherals) \_\_\_\_\_\_\_\_\_
* Printers, document cameras, scanners \_\_\_\_\_\_\_\_\_
* Copy Machines (except fax….please leave note if fax) \_\_\_\_\_\_\_\_\_
* Laminators \_\_\_\_\_\_\_\_\_
* Window Units \_\_\_\_\_\_\_\_\_
* Refrigerators \_\_\_\_\_\_\_\_\_
* Microwaves/TVs/Radios/CD Players \_\_\_\_\_\_\_\_\_
* Mechanical Tools/Equipment/Washers & Dryers \_\_\_\_\_\_\_\_\_
* Lamps/Candle Warmers/Electric Clocks/String Lights \_\_\_\_\_\_\_\_\_
* Laptop Carts (Energy Specialist will plug back in Sunday IF REQUESTED) \_\_\_\_\_\_\_\_\_
* Promethean Boards (If Possible) \_\_\_\_\_\_\_\_\_

**TURN OFF**

* All Lights \_\_\_\_\_\_\_\_\_
* All Faucets \_\_\_\_\_\_\_\_\_
* All Exhaust Fans \_\_\_\_\_\_\_\_\_
* PA Systems \_\_\_\_\_\_\_\_\_

**Close**

* All Blinds/Shades/Curtains \_\_\_\_\_\_\_\_\_

**CLASSROOM PETS**

\*Please remember HEAT/AC will not be scheduled over the holidays, so make arrangements for pets